



Request to have import documents assessed outside business hours

Section A: General information

Purpose of this form	For importers or agents to request that the Department of Agriculture, Fisheries and Forestry to assess import documents outside business hours where resources are available.
Before applying	<p>See the Charging guidelines. You will be charged according to these guidelines.</p> <p>The department's business hours are 6.30 am to 6.30 pm, Monday to Friday (excluding public holidays). Documents may be assessed outside business hours subject to officer availability. Please note where officer availability is limited, perishable and some emergency services goods will be prioritised first.</p> <p>You must submit this form by 11am on the business day you require the documents to be assessed. For weekend or public holidays the form should reach us by 11am on the business day that falls before you require the documents to be assessed</p> <p>The department will respond by 3 pm AEST/AEDT on the business day that falls before you require the document(s) to be assessed.</p> <p>NOTE: Relevant cancellation charges may apply as per the Charging guidelines if cancellation is not notified prior to the scheduled assessment or if documents are not lodged in COLS for this booking request.</p>
To complete this form	You need the latest version of Adobe Acrobat Reader to save changes and submit. Download Adobe Acrobat Reader mobile app from your app store or https://get.adobe.com/reader/
Your application must include	A completed and signed request form.
Email your form	Use the submit button to email completed form to OTAssessmentRequests.automation@aff.gov.au
For more information	Email General enquiries Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)

Section B: Importer

1 Business name (legal entity name)

2 Brokerage (legal entity name)

Branch identification number

State

3 Contact Details

Contact name

Contact phone (include area code if applicable)

Email (optional if preferred contact email is different to sender)

Section C: Document assessment request

4 Time and date 'outside business hours document assessment' is to be performed at

Time (HH:MM AEST/AEDT)

Date (dd/mm/yyyy)

Section D: Entries

5 Provide details of documents to be lodged for assessment

Ensure all fields have been completed in Section D for each line being submitted

Note: **Diplomatic Goods**, **Re-Assessments** and **Seed Entries** greater than 10 lines are not valid for overtime requests

Temperature Sensitive Medical Airfreight must fall under tariffs 3001, 3002, 3004, 3821, or 3822 for consideration as urgent perishable for overtime requests

Request **With Entry Number(s)**

Request **Without Entry Number(s)**

Entry ID	Commodity	Entry Type	Commodity Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entry ID	Commodity	Entry Type	Commodity Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entry ID	Commodity	Entry Type	Commodity Type
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Entry ID	Commodity	Entry Type	Commodity Type
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Entry ID	Commodity	Entry Type	Commodity Type
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Entry ID	Commodity	Entry Type	Commodity Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section E: Importer declaration

To be completed by the person listed in section B of this application.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.

Declaration (Check box to complete declaration)

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Date (dd/mm/yyyy)

Full name

Section F: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

By completing and submitting this form you consent to the collection of all personal information contained in this form.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your request.

The department may disclose your personal information to the Department of Home Affairs and other Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.

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